

STATE OF CALIFORNIA
CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Staff Development Specialist (P/FT) **DATE:** August 10, 2000
Salary Range: \$4,343 - \$5,278
 May be downgraded for recruitment purposes

LOCATION: Division of Science, Technology and Innovation

FILING DEADLINE: August 24, 2000 or until filled

JOB DUTIES: The Staff Development Specialist will coordinate, execute duties, establish policy, advise upper level management, provide guidance and management for projects and activities associated with the statewide effort, in particular to improve the competitiveness of California’s commercial space industry to ensure a technology driven economy for all Californians. May represent the Deputy Secretary on occasion. Communicates the Agency’s position on proposed legislation. The responsibilities of the Staff Development Specialist for the position are described as follows:

- Lead the formation of joint, value-added, State/federal/academic/private sector partnerships and alliances to maximize the business creation potential of California’s technological assets through funding, initiatives, and infrastructure development in critical areas not currently served by others.
- Provide advice to statewide organizations involved in promoting, facilitating, or assisting small businesses, manufacturers for entrepreneurs throughout the State in the commercial space sector.
- Work with the various non-profits under contract with the Division of Science, Technology and Innovation to meet stated objectives, milestones and within budget, and that deviations are acknowledged in a timely fashion.
- Coordinate California space grant programs including evaluating grant proposals and managing grants.
- Provide program guidance to grantees and statewide organizations in the space program.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Management strategies for implementing a complex statewide program including, familiarity with budgets, contracts, and the Trade and Commerce Agency’s administrative requirements.
- Regional economic development trends and issues, strategies for designing and implementing projects and programs.
- Programs available to businesses from the Trade and Commerce Agency and general knowledge of other state programs that may assist companies.
- Federal and State grant and loan programs for local economic development and business development.
- Technology/science industry or manufacturing or entrepreneurship/finance.

Ability to:

- Speak with confidence to large groups of constituents.
- Work independently with only general supervision.
- Conduct strategic planning.
- Develop and evaluate programs and provide expert advise
- Work cooperatively and in coordination with other staff, State and federal agencies, and local organizations.
- Write reports/proposals, and perform analyses and research as required.
- Develop and implement policy enlisting the participation of high level officials
- Provide testimony before legislative committees
- Head problem resolution and advisory teams
- Oversee budgets

Reference:

- Please provide writing samples.

DESIRABLE QUALIFICATIONS:

- Broad business knowledge, experience in science and technology policies, and expertise in forming partnerships between private/public, local, regional, State, or federal entities to accomplish the State’s mission as needed.
- Interest in or experience with entrepreneurship, science or technology, small business assistance, digital divide/access, small manufacturing is helpful.

Contact: Carol Harrison

Phone: (916) 322-6411

PLEASE SUBMIT YOUR APPLICATION TO:
California Trade and Commerce Agency
Division of Science, Technology and Innovation
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Carol Harrison
RPA# 00-220